

# IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

## IOWA SPECIALTY CROPS GRANT OPPORTUNITIES

### 1. OVERVIEW

The Iowa Department of Agriculture and Land Stewardship (IDALS) Specialty Crops Grants are available to organizations to support activities that promote agriculture, with priority given to specialty crops. Specialty crops are often fruits and vegetables, but are specifically defined as any agricultural crop except wheat, feed grains, oilseeds, cotton, rice, peanuts and tobacco. Under the program's terms, livestock and poultry are not considered crops.

\$350,000 dollars are available for the grants. Successful grantees will be announced in February and funds will be available upon notification of the grant award. IDALS reserves the right to adjust the amounts requested in the grant applications to ensure that the grants awarded are funded at appropriate levels. The submission of a grant application does not guarantee funding.

### 2. LIMITATIONS OF GRANTS

Grant applications will be accepted for a minimum of \$3,000 and a maximum of \$50,000. Grant applications will not be accepted from individuals or from state and federal organizations acting as the lead agency. Grant duration is a maximum of 12 months in length. In rare instances a grant may run longer than the maximum of 12 months only, but must have prior approval.

The Iowa Specialty Crops Grant funds cannot be used for:

- ◆ Brick and mortar (construction) projects
- ◆ Full salaried positions
- ◆ Establishing secondary grant pools (sub grants to other entities or pass-through grants)

### 3. MATCHING FUNDS

The Iowa Specialty Crops Grants are matching funds grants. The intent is to use these grants to provide the maximum beneficial impact for specialty crops in Iowa. While a one-to-one match is not required, those requests that are a one-to-one match will be given priority.

Applicants must provide matching funds, either in cash and/or in-kind considerations. Examples

of matching funds include direct costs such as printing and postage, rent for office space, partial staff salaries, volunteer hours, etc. Private, local, state, and federal funds may also be used to meet the match requirement.

#### **4. REPORTS**

Two reports are required during the term of the grant, and are limited to two pages in length. A mid-term progress and a financial report and a final report and a financial summary. The mid-term report should be a brief summary of activities performed, milestones achieved for each objective of the approved project narrative and financial report for expenses to date. The final report of results and accomplishments along with the final financial summary are due within 90 days after the completion of the project.

#### **5. PROPOSAL NARRATIVE, SUPPORTING DOCUMENTS AND CONTENT**

A narrative description for each project proposal is required. Narrative proposals of a maximum of 5 pages (exclusive of a budget, any support letters, and addendum documents) should include the following information:

- A. Names, titles and primary duties of the contacts or other principal participants
- B. Merit or Benefit Statement. Limited to one paragraph that focuses on the proposals' impact on specialty crops.
- C. Administrative Capacity
  - ◆ Give a brief biography of your organization, describe your ability to implement and administer the project, and note what resources you have that are pertinent to the project.
  - ◆ Identify the organization and key staff members who will directly work on the project and ensure all requirements of the grant agreement are met.
  - ◆ Describe your financial management/record keeping system. Identify the person who will serve as your fiscal agent and what financial institution you will be using.
- D. Background and Merit information
  - ◆ Identify the issue or problem to be addressed (the purpose for developing the proposal) and the desired change or outcome.
  - ◆ The beneficiaries – who are they and how will they benefit

- ◆ The extent of the area to be impacted
- ◆ Explain why the project is important and timely

If relevant to your proposal, explain the social or economic costs that will be affected, the specific manner through which problems might be resolved, and how you came to realize the problem exists and what is currently being done.

E. Goal(s) and objectives. Outline the specific elements of the project.

F. Plan of Work. Explain how objectives will be accomplished (tasks that will be undertaken). Flow Chart and/or Timetable – indicate key activities and dates to complete the proposed activities/tasks. Include the starting date of the project and the completion date of the project.

G. Expected outcome – describe what will be accomplished and how success will be measured at the conclusion of the project. This component is three-fold:

- ◆ Product evaluation addresses results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives.
- ◆ Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.
- ◆ Explain how the outcome will be documented and any efforts to distribute information or replicate the beneficial impacts of the project.

H. Budget and Accounting

- ◆ A well-prepared budget justifies all expenses and is consistent with the proposal narrative.
- ◆ Indicate the amount of funds you are requesting, how you determined that amount and provide an itemized budget statement specifying expenses such as salaries, office supplies, etc. Also show the sources of your matching funds and the allocation of the matching funds.
- ◆ Accounting procedures must permit the tracking of grant funds to a level of expenditure adequate to establish that grant funds have been used in an appropriate manner.
- ◆ Organizations may use grant funds:
  1. To pay for services and contracts used to implement the grant proposal; and

2. To pay for administration and coordination activities (up to 20% of the requested grant funds). Organizations are strongly encouraged to include any grant administration or coordination salaries as part of their match.
- ◆ Records must be maintained to identify the source and application of matching funds.

## 6. PROPOSAL SUBMISSION PROCEDURES

An original and two copies of the narrative proposal, budget and any support letters or addendum are required for each proposal to be considered for funding. Narrative proposals are limited to 5 pages, exclusive of the budget, any support letters, and any addendum documents.

Narrative proposals must be prepared on only one side of the page, on standard 8½" x 11" white paper. Proposals must have one inch margins, be typed or word processed using no type smaller than 12 point font, double spaced, and stapled in the upper left hand corner but not bound. The original must bear the original signature of your authorized representative. All pages of the grant application must be numbered. IDALS reserves the right to reject any narrative proposals over 5 pages in length. IDALS will not accept proposals sent by datafax and/or e-mail.

The Iowa Department of Agriculture and Land Stewardship (IDALS) will accept proposals until 4:00 p.m. on January 4, 2002. You must meet this deadline by delivering the proposal or by mailing it sufficiently in advance of the deadline to ensure its timely receipt. IDALS will return late proposals without consideration. IDALS will not consider additions or revisions to proposals once they are received.

Proposals must be delivered or mailed to:

Mary Jane Olney, Specialty Crops Grant  
Iowa Department of Agriculture and Land Stewardship  
Administrative & Marketing Development Division  
Wallace State Office Building  
502 E. 9<sup>th</sup> St.  
Des Moines, IA 50319

Contact Mary Jane Olney at (515) 281-8609 or [mary.jane.olney.idals.state.ia.us](mailto:mary.jane.olney.idals.state.ia.us) with any questions about the grant application process.

## **7. EVALUATION CRITERIA**

### **PROJECT IMPACT 30 POINTS**

- Scope and importance of the project and the expected impact on specialty crops. 10 points
- Anticipated number of beneficiaries and the quality of benefit provided to them. 10 points
- Ability to document results and potential to replicate benefits to other groups. 10 points

### **PROJECT IMPLEMENTATION 35 Points**

- Project goals and objectives are clearly specified. 10 points
- Project tasks follow the goals and objectives and adequately explained. 10 points.
- Organization demonstrates the ability to administer grant proposal. Roles and duties of participants are thoroughly and clearly explained. 10 points
- The organization of the project allows enough time for proposed tasks to be achieved. Also include a project timetable and organizational chart showing key activities and dates, realistic periods to complete the proposed activities/tasks. 5 points

### **BUDGET APPROPRIATENESS & EFFICIENCY 25 Points**

- The proposed budget request is adequate to support the project and both State and matching funding sources are provided. 15 points
- Budget justifications are provided including descriptions of how costs were derived, discussions of the necessity, reasonableness and how costs were allocated to specific activities/tasks. 5 points
- The level of State support requested is economical and reasonable in relation to the proposed scope and effort of the project. 5 points

### PROPOSAL 10 Points

- The proposal is well presented, well organized, complete, clear and succinct. Proposals should be relatively brief and concise. The narrative proposal falls within the 5-page limit.